

**42A10 PERSONNEL SERVICES SPECIALIST  
STUDENT WELCOME PACKET**

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**1. Course Information**

**a. Dates / Times:**

(1) **Report:** No later than 1200 hours on the day the course starts to Camp Normandy, Building #3121. A soldier will be available at the reception desk inside the main entrance. For specific location refer to the directions to the Grafenwoehr Training Area in **Enclosure 1** and map to Grafenwoehr **Enclosure 2**. In order to be on time for in-processing, plan to arrive early and allow extra time for traffic jams on the German highways.

(2) **Course Dates:**

- (a) In-processing is from **1300 - 1400**, in Physical Fitness Uniform (PFU).
- (b) Class Starts - **1400**
- (c) Class Ends - TBD

**b. Uniform:** During your entire stay, you will comply with AR 670-1, The Wear and Appearance of Army Uniform and Insignia. This regulation also provides guidance on wearing nametags, U.S. Army tags, Unit / ARCOM patches and all other authorized patches and rank insignia. Read AR 670-1. Ensure the required patches and grade insignia are always present on your individual uniforms. Also, pay particular attention to Chapter 1 of AR 670-1. It outlines personal appearance standards pertaining to hairstyles, fingernail standards, uniform fit and appearance, and wearing of jewelry and eyeglasses. The 3747th Multifunctional Training Brigade – Europe adheres strictly to the regulation.

(1) Report in **the Physical Fitness Uniform (PFU).**

(2) During Class-**the Battle Dress Uniform (BDU) or Enhanced Combat Uniform (ECU).** In addition to presenting a good military appearance, we recommend that you bring the uniforms and equipment listed in **Enclosure 3**. Formations will be conducted daily.

**c. In-processing:**

(1) You will report wearing the PFU, properly. You will present the required paperwork and documentation to the soldier at the reception desk. At that time, your records will be reviewed for accuracy and completeness. You will then be assigned a room, issued the required materials, and given time to get settled in.

(2) If you are not in total compliance with AR 351-1, AR 600-9, or AR 350-15, you will not be enrolled. In accordance with AR 600-9 and AR 350-41, we will notify the first General Officer in your chain of command in writing of the reason(s) for non-enrollment.

(3) You must meet the Army's height and weight standards. As part of your in-processing, your height and weight will be measured. Should you exceed the height/weight standard for your age as outlined in AR 600-9, you will be taped. **Should your taping reveal that you exceed the maximum allowable body fat percentage for your age group; your Certificate of completion (1059) will reflect the deficiency and you will not graduate with honors regardless of your performance.**

(4) If you do not have the required documentation or meet the requirements of the course, you will not be enrolled.

**d. How to Get Here:**

See enclosures 1 & 2 or go to  
[www.wuerzburg.healthcare.hqusa.army.mil/Grafenwoehr/usaframe.htm](http://www.wuerzburg.healthcare.hqusa.army.mil/Grafenwoehr/usaframe.htm).

**2. Student Enrollment Qualifications and Requirements.**

Enrollment is open to all soldiers who require an entry-level qualification or reclassification based on present or projected duty in MOS 42A1O and have the required prerequisites.

a. In accordance with the FORSCOM/TRADOC Regulation 135-3, you must be qualified to receive an MOS (except for pending clearances or language training) where, upon completion of Phase I, orders can be published to award you a new MOS.

b. If you have a profile that prevents you from completing the course, you will be denied enrollment.

c. You must have with you, all required documentation. If you are missing any of the required documents or they are incorrect, you will not be enrolled. Do not depend on your unit to make sure the required documents are together. Take individual responsibility! If there are any questions call the POC listed in paragraph 6, below.

**d. Student Requirements**

- All Students must be:

1). Physically qualified or possess a waiver according to AR 40-501 and meet the physical standards of AR 600-9.

2). Assigned or pending assignment to MOS 42A1O and not have been awarded the MOS.

3) Enlisted personnel having a troop-program unit assignment will be attached to the RF school for training purposes only. Individual Ready Reserve (IRR) members and enlisted Army National Guard (ARNG) members are also enrolled in an attached status, with the approval of Commander, U.S. Army Reserve Personnel Center (USARPERCEN), or State Adjutant General, respectively.

- All students must have completed:

1) An initial period of active duty.

2) Weapons and / or other mandatory training prescribed in FORSCOM Reg. 350-2, an applicable Army Training Program (ATP), and an Army Training and Evaluation Program (ARTEP).

**The Reserve Component student receiving MOS 42A1O training will have:**

1) A physical demand rating of moderately heavy.

2) A physical profile of 323222.

3) A qualifying score in aptitude area CL of 95 if tested prior to 2 January 2002; 92 if ASVAB was administered after 2 January 2002.

4) Type at a minimum speed of 20 net words per minute.

- 5) **A minimum of one year remaining on their current enlistment at time course begins.**

**Students must have in their possession at in-processing the following documents (See Enclosure 4)**

- 1) **Pre-Execution checklist signed by the Commander. (See enclosure 5)**
- 2) **Valid military I.D. card (DD Form 2), ETS not later than a year after course ending date.**
- 3) **5 copies of orders assigning student to the course.**
- 4) **DA Form 705 (PT Score Card) with a RECORD GO within six (6) months of the course start date.**
- 5) **Any permanent profile and over 40 physical if applicable.**

Students arriving without this documentation will not be allowed to in-process.

### **3. Logistical Support**

**a. Billeting.** Generally, you will be required to stay in government provided billets at no cost to you. You may request an exemption to live in your permanent quarters, if you are a Noncommissioned Officer residing within 50 miles of Grafenwoehr. Billeting is not available for family members. **If you are scheduled to arrive the day prior, you will need to contact the unit in advance, to ensure billeting will be available.**

**b. Linen.** Students will be required to provide their own linen, to include sheet blankets and pillows, or a sleeping bag if so desired.

**c. Dining Facilities.** The post dining facility provides meals at no cost to you. The dining facility is at WLC area Camp Normandy Grafenwoehr and located .5 miles from Billeting and the classroom. Meal times are shown in the Table below.

<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>
0630-0830	1130-1300	1630-1800

**d. Postal Services.**

(1) An APO is located within 3.5 miles of billeting and the classroom.

(2) Incoming mail and other correspondence should be addressed as follows:

<b>Military:</b>	<b>Civilian:</b>
Rank and Name (42A1O) 3747th Multifunctional Training Brigade Unit 28130 APO AE 09114-8130	Rank and Name (42A1O) 3747th Multifunctional Training Brigade Bldg. 3104, Grafenwoehr Lager 92655 Grafenwoehr, Germany

**e. Finance**

(1) Finance services are limited. Therefore, you must plan for your financial needs and ensure that you have sufficient funds with you. We recommend a minimum of \$50.00. Personal checks may be cashed at the Main Post Exchange. The maximum amount will vary between \$ 150.00 - \$ 250.00. **Casual pay will not be available.** There is also an ATM

cash machine located across the street from Grafenwoehr Main PX in front of the community bank building.

(2) If you are a 7<sup>th</sup> ARCOM soldier/student, you will be paid by your home unit.

(3) If you are in the IRR or IMA, you will be processed by the 3747th Multifunctional Training Brigade during in-processing. (See **enclosures**)

**f. Laundry and Laundry Facilities.** Washing machines and dryers are available in the billets, 24 hours a day for your use at no cost. You must provide your own detergent and supplies. If you want your BDUs cleaned and pressed, service will be available to you at a cost of approximately \$5.00 per set. Two-day service is customary.

**g. PX, Commissary and Ration Cards.** If you are not authorized U.S. Forces support from your employer and you are a 7<sup>th</sup> ARCOM soldier/student, you must obtain the authorization documents and ration cards from your home unit. If you are an IRR or IMA soldier/student, you will obtain the authorization documents and ration cards from the 3747th Multifunctional Training Brigade during in-processing. To purchase rationed items, a copy of your orders, vehicle rental/leasing contract, and vehicle registration must be presented to the cashier at the time of purchase.

**h. Emergency Telephone Numbers / Contact Information.**

(1) School:

DSN: 475-6021 / 8027 (Grafenwoehr)

Commercial: 09641-83-6021 (Grafenwoehr)

Fax (DSN): 475-8029; Commercial: 09641-83-8029 (Grafenwoehr)

E-mail: [steven.seegers@EUR.army.mil](mailto:steven.seegers@EUR.army.mil)

(2) Course Manager, MSG Portillo

DSN: 475-7198

Commercial: 09641-83-7198

Cellular: 015204517616

E-mail: [amilcar.portillo@EUR.army.mil](mailto:amilcar.portillo@EUR.army.mil)

**i. Valuables.** The safekeeping of valuables is a personal responsibility. Do not bring high value items to Grafenwoehr.

**j. Contraband.** Do not bring any items to Grafenwoehr that would be considered unlawful. Examples of contraband include drugs (other than prescribed by a physician), firearms, knives with blades exceeding 3 ½", etc.

**k. Sick Call / Medical Emergencies.** Report to your class leader between the hours of 0600 – 0700 with a DD Form 689 (sick slip) filled out completely for sick call. For medical emergencies after duty hours report to Grafenwoehr Dispensary in building 250. The student leader is responsible for informing the Cadre the following day that a situation requiring medical attention occurred after duty hours on the next school day. Sick call hours are from 0700-0800 on Monday, Tuesday, Wednesday and Friday. Thursday sick call will commence at 1300.

**l. Religious Services.** You are authorized to attend Religious Services: However, class will remain in progress throughout your time of your absence. The Cadre has coordinated with the Unit Chaplain at a specific time and location for services. The specifics will be announced upon your arrival to the school.

#### **m. Helpful Internet Links.**

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- 3747th Multi-Functional Training Brigade - Europe  
**[www.7arcom.army.mil/3747tb/index.htm](http://www.7arcom.army.mil/3747tb/index.htm)**

- Grafenwoehr Homepage - online city guide and yellow pages.  
**[www.grafenwoehr.com/\(jcx41wmq5kvidsu1sy5ifaqt\)/index.aspx](http://www.grafenwoehr.com/(jcx41wmq5kvidsu1sy5ifaqt)/index.aspx)**

- US Army Facilities  
**[www.wuerzburg.healthcare.hqusareur.army.mil/Grafenwoehr/usaframe.htm](http://www.wuerzburg.healthcare.hqusareur.army.mil/Grafenwoehr/usaframe.htm)**

**Enclosure # 3**  
**Recommended uniforms and Equipment**

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- **Bring your own linen.**
- **CAC certified ID card.**
- BDU or ACU with the correct patches (IAW AR 670-1), 3-4 Sets
- Black Beret
- Boots, 2 pairs
- Complete PT Uniform
- Gortex jacket **with rank and proper name tape**
- Field Jacket (Oct-Apr)
- Scarf (Oct-Apr)
- Gloves, black, 1 pair (Oct-Apr)
- Undershirt, brown, 3-4
- Underwear, 4
- Socks, Black, 3-4 pair
- Personal hygiene items, as appropriate
- Laundry bag
- Lock, combination or key, 1
- DD Form 2A (Reserve) ID card (Expiration date no earlier than the beginning of course)
- ID Tags
- Shower Shoes and Towels
- Civilian clothes (Service Members discretion)

**Enclosure #4**  
**Required In-Processing Documentation**

1. Five copies of ADT, ADTS, ADSW or AT orders.
2. Five copies of DD Form 1610 (TDY orders) for service members on active duty tours. Ensure the following blocks are completed prior to you arriving.
  - a. Block 9: The command responsible for ATRRS school Allocation.
  - b. Block 16: A statement of height and weight with the word "PASS" (if within standards) and the date of the last APFT score. A Body Fat Content Worksheet must be attached to the DD Form 1610 or attachment orders if the soldier requires taping.
3. One copy of your DA Form 2-1. Note: You must have a minimum **CL score of 95**. If you do not have the minimum required CL score, you can take the ASVAB test at your nearest Education Center and have the results entered on your DA Form 2-1, Section II, block 8, or bring the ASVAB results.
4. One copy of your medical screening, if you are over 40 years old.
5. One copy of DA Form 3349 (Profile), signed by your commander. If you receive a profile after enrollment, you will be evaluated for continued enrollment.
6. One copy of DA Form 705 (APFT), indicating that you passed a RECORD APFT within the past six (6) months.
7. Copy of TABE results if required.
8. Certification from your commander that you meet all the prerequisites of DA Pam 611-201, AR's 350-15, and 600-9 or possess a waiver IAW AR 40-501.
9. A physical profile of at least 323222 with a physical demands rating of "moderately heavy".
10. Pre-Execution Checklist (Enclosure 5) **signed by your COMMANDER**.
11. Memorandum verifying soldier's typing speed (20 wpm) signed by either the commander or education center representative.
12. **CAC Certification for computer access.**

**If you are an IRR or IMA Soldier bring the following additional documents.**

1. Lease/mortgage contract.
2. Marriage and birth certificates for dependents.
3. Direct deposit information.
4. Most recent promotion order.
5. Copies of all DD 214's.

**Enclosure #5**  
**Unit Pre-execution Checklist**